

CIA HISTORICAL REVIEW PROGRAM  
RELEASE AS SANITIZED  
2003

LETTER OF INSTRUCTIONS

TO: CASE OFFICER, SCRANTON

TABLE OF CONTENTS

LETTER OF INSTRUCTIONS	pages
ATTACHMENT I	MISSION SCRANTON
ADDENDUM A	UNIT ORGANIZATION
ADDENDUM B	RESIDENT RADIO OPERATORS
ADDENDUM C	TACTICAL RADIO OPERATORS
ADDENDUM D	EQUIPMENT
ADDENDUM E	COURSES AND TRAINING SCHEDULES
	TECHNICAL
	OPERATIONAL
ADDENDUM F	REPORTS FORMATS <i>+ COMPARTMENTATION</i>
ATTACHMENT II	COVER PLAN SCRANTON
ATTACHMENT III	CONTACT PLAN
ATTACHMENT IV	SIGNAL PLANS SCRANTON
ATTACHMENT V	DISPOSAL PLAN SCRANTON

You will be constantly on the alert for additional opportunities for KUBARK exploitation and will make detailed recommendations to the Chief of Project regarding same.

5. Services to be rendered by the Cover Company

As per cover plan SCRANTON, Attachment II, cover company is nominal only and ~~not~~ provides no services other than a backstamped P.O. box address.

6. Funds Required and Source must be authorized by Project Headquarters, and Such funds as you may require will be supplied by [ ] (JBFLUX) through a cut-out, or by other channels available to you.

7. Other Steps Required

None.

8. Security

You have been fully investigated and cleared for foreign operations.

You are specifically charged with both physical and operational and KUCLUB security in your activities. You will bring to the attention of the Chief of Project any unusual problems.

You will keep no files other than that pertaining to training personalities, schedules, evaluations and assessments. All personalities will be known to you only by nick names, which nick names you <sup>and you will assign symbols</sup> <sub>as per addendum B and C for</sub> will use in dispatches and correspondence, cables.

MEMORANDUM TO:

1 January 1954

SUBJECT: Letter of Instructions

1. Departure and Arrival

You will depart LINCOLN via air at such time as to permit your arrival in (capital), JBFLUX, on or about 14 January 1954. On arrival in JBFLUX, you will proceed to implement your contact plan (see attachment III) and, as per previous arrangement, commence your mission activity (see attachment I).

You will notify Project Headquarters of your arrival in JBFLUX through cut-out to C (capital) JBFLUX.

2. Cover

KUBARK has arranged for your cover as per attachment II. In order to properly maintain your cover you will:

- a. Perform all duties and assignments required of you by your <sup>the</sup> Project superior office, Headquarters, with your cover role in mind.
- b. Insure that your general appearance and conduct is at all times in accordance with your cover position.
- c. Never carry any classified material with you while travelling outside the continental limits of PBPRIME.
- d. Never recognize other employees of KUBARK unless arrangements have been made in advance, or unless the situation is unusual.

3. Duties and Targets

Your primary mission is to plan and implement measures that will accomplish attachment I, particularly addendums B and C, in a manner which insures the prevention of detection of PBPRIME sponsorship. A KUCLUS representative will work with you to accomplish this mission.

Technical  
4. Control

You will act under the direction and guidance of the Chief of Project, PBSUCCESS, except to that extent authority to act independently may be delegated to you by foregoing Headquarters. You are required to keep the Chief of Project (C/P) fully informed concerning your activities. You are required to obtain specific authorization from Project Headquarters before attempting to recruit any individuals previously spotted by you, or before engaging in any action not in accord with your regular cover.

add: Technical communications training including procedures, communications security, signal plans and cryptography will be conducted under the direction of the Director for KUCLUS, complying with current KUCLUS and KUBARK security directives.

**9. Communications Plan**

During your stay in JBFLUX, your channels of communication will be as follows:

- a. Principal: Through Clandestine CW circuit direct from SCRANTON to KUBARIK Hqs. Messages will be passed to LINCOLN
- b. Alternate: a. Through cut out to CJ, JBFLUX  
b. Through SEEKFORD
- c. Emergency: Through \_\_\_\_\_ PO Box \_\_\_\_ to Lincoln.

No copies of reports or cables sent to or from Headquarters will be retained on hand by you at any time. Such materials as you must consult must not remain outside the station over night.

**10. Reports Procedure**

You will submit cable reports as directed by this Headquarters and

as follows: <sup>cable</sup> a preliminary assessment of trainee candidate.

*15. PROJ. PART I-II*  
b. Once per week <sup>cable</sup> an assessment of training and personalities of trainees.

c. Once per week a personnel assessment.

d. At completion of training, <sup>cable</sup> an evaluation of the operational capabilities of the man.

e. Once monthly, a pouch report covering all activities, will be forwarded to Project Hqs. <sup>on chronological basis</sup>.

Report formats are given in Addendum F, Attachment I.

**11. Disaster Plan**

You are authorized to move to any other middle American country or to PBPRIME in the event of an extreme emergency. In any case, you will communicate with Project Headquarters through the emergency communication channel, giving a return address in order that Project Headquarters may re-establish contact with you. Your message will impart only that information necessary to re-establish contact.

**12. Finance**

Your salary and all allowances will be paid into your personal checking account as instructed by you.

Operational and travel funds will be advanced you. You will account for the expenditure of these funds in the manner required by the Chief of Project. You will notify the Chief of Project well in advance when you anticipate the necessity of replenishing these funds.

ATTACHMENT I

MISSION  
TRAINING

I. Mission

- A. Your mission is to direct and conduct the training of twenty  
*as radio operator agents*  
(20) indigenous personnel in accordance with Addendums A through E,  
this attachment. You are in direct charge of this training and will have  
*a KUCLUB representative to assist you*.  
B. In addition you are to direct the indigenous leader (selected as  
per Addendum A, this attachment) in maintaining discipline, up-  
holding morale, building motivation and mental and physical stamina,  
and house keeping. In these and similar matters you will deal through  
the indigenous leader.  
C. You will maintain limited liaison with SEEKFORD and will consider  
*as per him to trainee only*  
his recommendations *carefully* in carrying out your training mission.

II. Timetable Training will commence January 1954 and continue to April 1954.

- A. Training will commence as soon as is possible. You should bear in mind at all times that training must be thorough and complete. As a guide to training schedules, it is pointed out that an untrained man must receive a full four months training but that individuals who have had previous training can be finished in less time.  
B. Upon arrival at SCRANTON, you will make an assessment of each trainee and advise the time necessary to complete training of that individual. Training schedules based on these evaluations cannot be altered without prior approval of Headquarters.  
C. Upon completion of training each trainee will be evaluated by the Chief, Communications, PBSUCCESS, on his designated representative prior to certifying the trainees as being ready for operational assignment.

III. Personnel

- A. Twenty indigenous trainees *will be provided you by SEEKFORD. These candidates must be qualified*  
*should be selected by appropriate*  
aptitude tests for the peculiar ability to absorb radio operator training. Based upon these tests and personality evaluation you will undertake to divide the class into RRO's and TRO's as per Addendum B and C this attachment. The selection of these separate classes will have to be made at such time as you *are prepared* consider yourself ready to do so.

APPENDIX A:

UNIT ORGANIZATION, SCRANTON

You will be furnished twenty indigenous trainee candidates and an indigenous leader from Rufus 1 through Seekford. You will organize this group as generally indicated in the following paragraphs and will furnish Project Headquarters details on the organization of Scranton and same has been effected.

You should set up, dealing through the indigenous leader provided with the trainee candidate, the following as a minimum:

- A. CHAIN OF COMMAND
- B. CAMP BOUNDARIES, RESTRICTED AREAS, AND OFF-LIMITS AREAS
- C. HOUSEKEEPING ROUTINE
  - MORNING REPORT
  - DUTY ROSTER
  - LIBERTY ROSTER
  - QUARTERS ASSIGNMENTS

Financing of the unit organization will be done from a revolving fund of £ 5 per month, which sum is allocated for guidance only as follows:

SUBSISTENCE 23 MEN @ £ 1/day	£
RENT OF JEEP	£
GAS & OIL & TRAVEL	£
MEDICAL EXPENSES TRAINING AREA	£
MISC PURCHASES	£

You are again reminded that any purchase must bear <sup>Project</sup> Headquarters prior approval.

Payment of salaries of the trainee-candidate is to be done by their supreme commander.

Control and discipline will be effected by you through the indigenous leader. Your disposal channel for "cow" or unacceptable personnel will be via Seekford, Rufus and the SCRANTON indigenous leader.